 <b>VERMONT</b> <b>DEPARTMENT FOR CHILDREN AND FAMILIES</b> Family Services Policy Manual		<h1>171</h1>
Chapter:	Juvenile Justice	
Subject:	Woodside Juvenile Rehabilitation Center Admissions	Page 1 of 4
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 5/24/2011
Supersedes:	Woodside Detention Program Admissions	Date: 9/1/06

## Purpose

To describe the criteria and mechanisms by which youth can be initially admitted to the Woodside Juvenile Rehabilitation Center. Woodside is a locked program; therefore, the placement of any youth at Woodside will be carefully evaluated against admission criteria.

## Policy

The Woodside Juvenile Rehabilitation Center serves youth ages 10 to 17 who are in the custody of the Commissioner of the Department for Children and Families with a delinquency charge or adjudication who are exhibiting self or other harming behavior(s) requiring secure treatment intervention. Without this intervention, there is reason to believe the youth will experience deterioration of their mental health condition.


Woodside is operated by the Department for Children and Families, Family Services Division. Children placed at Woodside will be screened for admission by the Family Services Client Placement Specialist. Referrals may come to the Client Placement Specialist from a Family Services social worker.

Youth may be admitted to Woodside Juvenile Rehabilitation Center in the following ways:

- By the DCF administrative process at the time of an Emergency Care Order for a delinquent act; or
- By the DCF administrative process if the youth meets criteria as a delinquent in custody; or
- By the Court pursuant to a Temporary Care Hearing; or
- Pursuant to the protocol jointly adopted by the Commissioners of DCF and the Department of Corrections.

### Administrative Admissions

Youth admitted to the Woodside Juvenile Rehabilitation Center must be between the ages of ten and seventeen, inclusive. Youth must meet one of the following sets of criteria in section 1, and one of the set of criteria in section 2 and 3 below:

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1. They must meet the delinquency criteria; that is, be:
  - a. in custody as a delinquent under the terms of a disposition order; or
  - b. detained on a charge for a delinquent act by order of the court; or
  - c. in custody as CHINS, with a merits finding of delinquency pending disposition; or
  - d. in custody as a CHINS, and a current delinquent on juvenile probation; or
  - e. on juvenile probation or in the custody of another state as a delinquent, but being supervised in Vermont pursuant to the Interstate Compact on Juveniles or Interstate Compact on the Placement of Children; or
  - f. on juvenile probation status as described in Policy #162.

(NOTE: Placement at Woodside Juvenile Rehabilitation Center under a flexible court order must be authorized by administrative admission utilizing the criteria above. When an Emergency Care Order is issued, the administrative process is required for admission to Woodside. Any child of ten or eleven years will be released on the first working day following admission unless continued placement is approved by the Family Services Deputy Commissioner or designee.)

AND


2. There is evidence that the youth poses a significant risk to themselves or to the community; AND the youth demonstrates behavior that cannot be treated in an available setting less secure than Woodside Juvenile Rehabilitation Center.

OR

3. There is reason to believe the youth is in need of immediate treatment:
  - a. A diagnosis or diagnosable condition using current Diagnostic and Statistical Manual of Mental Disorders Criteria; and
  - b. The youth is exhibiting self or other-harming behavior(s) requiring significant treatment intervention; and
  - c. Without this intervention, there is reason to believe that there will be serious deterioration of the condition.

Youth who meet the admission criteria may be admitted to Woodside Juvenile Rehabilitation Center by administrative authorization by the Family Services Client Placement Specialist or designated staff or, after hours, by Emergency Services.

Social workers recommending placement of a youth at Woodside Juvenile Rehabilitation Center should discuss the appropriateness of that placement with their supervisor or district director, depending upon district protocol, before contacting the Family Services Client Placement Specialist. The Family Services Client Placement Specialist will make the final decision about all admissions during working hours. After hours, the ESP Supervisor will make that decision and ESP staff will finalize transportation and other arrangements.

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Admission by Order of the Juvenile Court

The juvenile court may issue the following kinds of orders as a result of an Emergency or Temporary Care Hearing:

1. “Flexible Order”: The court may order that a youth be placed at the Woodside Juvenile Rehabilitation Center until the Commissioner determines that a suitable placement is available for the youth. Youth placed at Woodside under such an order must be authorized by the administrative admission process and may be placed in an alternative program at the discretion of the Family Services Client Placement Specialist or designee.
2. “Time Limited Inflexible Order”: the Court may order a youth to be placed at the Woodside Juvenile Rehabilitation Center for a period of time not to exceed 7 business days following the day after the order is issued. Any such order for placement shall expire at the end of the seventh business day following its issuance unless, after a further hearing, the court extends the order for a time period not to exceed 7 business days.
  - Social workers shall not advocate for an inflexible order.
  - No youth, court-ordered to Woodside Juvenile Rehabilitation Center will be admitted without a copy of the court order or a police affidavit stating that the judge ordered placement at Woodside on the basis of a delinquency.
  - When a youth is court-ordered to Woodside pursuant to the Interstate Compact on Juveniles or the Interstate Compact on the Placement of Children, the Deputy Compact Administrator will be informed as soon as possible and will participate in all future placement decisions. Such youth are not eligible for either internal or external due process review of the placement.

Admissions for Youth in Custody of the Department of Corrections

At the sole discretion of the DCF Commissioner or designee, a youth under the age of 18 in custody of the Commissioner of Corrections may be placed at Woodside Juvenile Rehabilitation Center pursuant to a protocol jointly adopted by the two Commissioners of DCF and DOC. Any placement at Woodside Juvenile Rehabilitation Center pursuant to this protocol must be approved by the Family Services Residential Services Manager.

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## Social Worker Tasks (for Administrative Admissions)

- Determines if the youth meets the criteria for admission to the Woodside Juvenile Rehabilitation Center.
- Discusses with supervisor the need for secure treatment and the availability of other resources.
- Contacts the Family Services Client Placement Specialist (ESP staff after hours) to request authorization for placement.
- Arranges for transportation of the youth to Woodside Juvenile Rehabilitation Center.
- Provides relevant medical, mental health and disabilities information to Woodside Juvenile Rehabilitation Center staff.
- Assures that an adequate supply of prescribed medications accompanies the youth or that arrangements are made immediately to secure their availability at Woodside Juvenile Rehabilitation Center.
- Contacts Woodside Juvenile Rehabilitation Center no later than the following business day after placement of youth to:
  - Complete intake information.
  - Begin discharge planning.
  - Discuss plans with youth.
- Upon issuance of a court order, the social worker must contact the Family Services Client Placement Specialist *immediately* to discuss the appropriateness of the placement. If possible, the Family Services Client Placement Specialist should be contacted before the Court Hearing so that the Court can be informed of available resources.
- Upon issuance of a court order, assures that the appropriate documentation—court order and affidavit-- accompanies the youth.

*In the absence of the Family Services Social Worker, a covering worker or supervisor assures the completion of social worker tasks.*